

1440 Lake Front, #150  
The Woodlands, TX 77380  
Business Phone: (713) 422-1199  
Business Fax: (281) 465-8988

## **MOVING INFORMATION FORM**

The Management Office requests that you engage a reputable moving company provides us with your sales representative's name and company address and Certificate of Insurance evidencing a minimum of \$1,000,000 General Liability and Auto Liability with Statutory Workmen's Compensation Insurance. It may be helpful to provide the moving company with a copy of these guidelines. Please note the following when scheduling your move.

1. We require that someone from your company oversee the movers at all times and that proper protection devices be used to prevent damage to the building walls, floors, elevators, etc.
2. Moving in and out of the building is permitted after 6:00 p.m., Monday through Friday or anytime on Saturday and Sunday. However, we request that you schedule your move with the Property Manager.
3. All moves as mentioned above will be coordinated with and approved by the Management Office at 713.422.1199.
4. The janitorial crew is not equipped to handle the volume of trash created during a move. Therefore, please make arrangements to break down your own moving boxes and have your moving company return to the building to remove them from the premises. Most boxes are reusable and most moving companies are happy to get them back.

**Please fill out the information below and return by email or fax to the Management Office at the following: Marsha Davenel, [mdavenel@pmrg.com](mailto:mdavenel@pmrg.com), fax-281.465.8988.**

**TENANT NAME:** The Woodlands Township

**CONTACT & PHONE NUMBER:** Damon Palermo, (c) 713.816.0001

**MOVE-IN DATE:** N/A

**ANTICIPATED MOVE-OUT TIME:** 28 October, 2011 – 2202 Timberloch; and  
4 November, 2011 – 2201 Lake Woodlands Dr.

**MOVING COMPANY:** \_\_\_\_\_

**MOVING COMPANY CONTACT NAME:** \_\_\_\_\_

**MOVING COMPANY PHONE NUMBER:** \_\_\_\_\_

<b>For Use By Management Only</b>
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1. Approved by Property Manager: \_\_\_\_\_
2. COI received: \_\_\_\_\_
3. Elevators padded: \_\_\_\_\_
4. Janitorial notified: \_\_\_\_\_
5. Security notified: \_\_\_\_\_